

Alaska Traffic Records Coordinating Committee

MINUTES

February 12, 2014

ABI Conference Room, 5500 E. Tudor Road, Anchorage

1:30 am – 4:30 pm

Tele conf # 800-315-6338, meet me code 8532#

Attendance:

- Marcia Howell, AIPC, Chair
- Helen Sharratt, ACS
- Bonnie Walters, DOT&PF
- Ambrosia Romig, ATR
- Matt Walker, DOT&PF
- Michael Powell, ASAP
- Lt. Dave Hanson, DPS
- Linn McCabe, APD

On The Phone:

- Greg Fredericksen, NHTSA

Committee Members Absent:

- Tiffany Thomas, DMV, Vice Chair
- Quinn Sharkey, EMS
- Troy Payne, UAA

Guests:

- Matthew Matta, DOT&PF, MS/CVE
- Lt. Rick Roberts, DPS

I. Internal Committee Business

- A. Approval of meeting minutes from January 15, 2014.
 - Helen moved to accept the minutes from January 15, 2014, Linn seconded, all were in favor and the motion passed.
- B. Section 408 Budget Spreadsheet –Bonnie did not get an update for this month. She will have an updated spreadsheet posted on the website before the March meeting.

II. Updates on Action Items from Previous Meetings

- A. Bonnie sent out an updated 2014 calendar with the AHSO listings.
- B. Bonnie sent out an updated strategic plan. She received comments from Helen and Matt Walker that have been incorporated in the document. Please contact Bonnie with any changes or edits to the plan. A final document will be posted to the website prior to the March meeting.

- C. Bonnie has not sent Linn a template for the Resource Guide. She will do it as soon as she has time. This item can be taken off the agenda and Bonnie and Linn will take care of it as time permits.
- D. Bonnie sent out the grant evaluation form with suggested updates.

III. Traffic Records Project Updates:

- A. Trauma Registry Validation Project: Ambrosia reported that she is just getting started with her project. She has a meeting scheduled tomorrow with the project participants that will get things started. She has created a timeline for this project, step 1 will take approximately 4 weeks and then step 2 is projected to take approximately 6 weeks.
- B. Improvements to Alaska Court System's Case Management System: Helen reported that they are working on an update of the Uniform Minor Offense Code Table. They have found a more efficient way to approach this project by sending out large spreadsheets to the various local governments which allow them to make updates as necessary to their offense codes and send them back to the Courts for updates in CourtView. Using this method they have been able to exceed their performance measures by a large amount. The Municipality of Anchorage is currently undergoing an update of their penal code so the MOA update in CourtView will have to wait until their project is finished.
- C. AIPC Anchorage Bicyclist Counting Pilot Project: Marcia reported that she has met with Kim Carpenter from the MOA regarding this project. The MOA has a bid out for visual video equipment that will be placed in various locations around Anchorage to count bicycles and then the data will be validated by people looking at the video and counting. Once it is determined that the equipment is working properly, this equipment will be used over the summer to count bicycle rider numbers in Anchorage.
- D. TraCS DUI and Traffic Related Forms: Rick reported that they are working to add the DUI forms to TraCS and also working with DMV to add the Notice and Order of Revocation Forms as well. They have also researched and developed an impound form that they believe will cover all of the important fields used by various agencies across the state and are having it developed in TraCS. They are continuing to work with the Department of Law on electronically generating the ATN number, the number generated at the time of an arrest that follows that person through the criminal justice system. They are also looking to integrate the Datamasters with the TraCS software. They will be looking at a system used in Iowa and reverse engineering it to work with the Alaska system. This will be a big benefit when processing DUI's along with the electronic DUI package.

IV. Items for Discussion

- A. **Grant Evaluation Form** – Bonnie sent out the grant evaluation form that was used last year along with a list of possible changes to make this form fit with the traffic records grant program. Helen suggested that we do away with the 'fatal flaws' and don't reject the entire application on the basis of the data in any one field. Michael suggested that we reference the page number of the strategic plan when using it in the criteria. It was also suggested that the evaluation criteria be numbered so that when discussing them we could use the number to be sure everyone was on the same item. The committee went over the form and made updates. We also assigned point values to each of the criteria so that the grant applications could be scored. Bonnie will make the changes to

the form and send it out to the committee. Bonnie will also put together a page with links to the various plans and documents referenced in the criteria.

- B. Grant Evaluation Process** – Bonnie made a motion to require the whole ATRCC to participate in the grant application evaluation process. Matt seconded and all were in favor. The motion passed. Bonnie will update the evaluation process and procedures document and send it out to members for comment. Greg Fredericksen from NHTSA was present on the phone and offered to act as a ‘consultant’ on the federal allowability and use of federal funding when we have questions. He was also willing to help find the correct funding source for projects that didn’t meet the traffic records requirements but were projects we felt were worth funding. Michael brought up that when HSS is evaluating grant proposals, they use an independent review of proposals prior to making funding decisions.
- C. Grant calendar** – The AHSO grant RFP is going out on March 3rd, the grant applications are due to the AHSO on May 9th, and the list of approved grant applications from the ATRCC needs to be at the AHSO by May 23rd. The May ATRCC meeting was originally scheduled for May 14th which didn’t give much time to score the applications. Linn made a motion that we postpone the May meeting by one week to May 21st. Matt seconded the motion, there was no objection and the motion passed. Bonnie will send out an updated calendar invite and reschedule the conference call to the 21st.

V. Other Short Business

- A. AHSO Travel Funding:** The committee didn’t have time to discuss this issue but Helen did have concerns that the rules of using the travel funding excluded committee members from attending the Traffic Records Forum. Bonnie will check with Tammy to see if this type of travel would be allowed.
- B. Admin support:** Bonnie asked if the committee would like her to ask the AHSO if they would be willing to provide administrative support to the committee through their contractor until a Traffic Records Coordinator has been hired. Helen said that she was willing to help with the minutes in the interim.

VI. Action Items as a Result of this Meeting

- A.** Bonnie will send out a revised FFY2015 grant evaluation form along with the criteria and the rules with these minutes.
- B.** Bonnie will ask the AHSO about travel funding for the committee and administrative support until a Traffic Records Coordinator is hired.
- C.** The next meeting is Wednesday, March 12, 2014 in the AST Conference Room, 5700 E. Tudor Road, Anchorage.

The meeting was adjourned at approximately 3:45pm.

Next meetings:

- March 12, 2014
- April 9, 2014

- May 21, 2014
- June 11, 2014
- July 9, 2014
- August 13, 2014
- September 10, 2014
- October 15, 2014 – Old Crime Lab Classroom, ABI Building
- November 12, 2014
- December 10, 2014

All meetings will be held in the AST Conference Room, 5700 E. Tudor Road, Anchorage, 1:30pm–4:30pm, unless otherwise stated